

Texas Woman's University University Regulation and Procedure

**Regulation and Procedure Name: Office of University Advancement
Relationships and Responsibilities**

**Regulation and Procedure
Number: URP: 03.100**

Policy Owner: University Advancement

POLICY STATEMENT

The purpose of this policy is to illustrate the relationship between the Office of University Advancement (“OUA”), the Texas Woman’s University Foundation (“TWUF”) and the Office of Finance and Administration (“OFA”). This policy also addresses the responsibilities of the Office of University Advancement (“OUA”), the Texas Woman’s University Foundation (“TWUF”) and the Office of Finance and Administration (“OFA”) as it relates to fundraising and gifts.

APPLICABILITY

This policy is applicable to TWU Faculty, Staff, Students, Guests, and University Affiliates.

DEFINITIONS

1. "Faculty" means an individual who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.
2. "Guests" means any individual not affiliated with TWU.
3. "Staff" means each classified, administrative, and professional employee who is appointed to work in an a regular full time or regular part time position, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.
4. "Student" means an individual who has applied for admission or readmission to the University, who is registered or enrolled in one or more courses for credit at the University, or who currently is not enrolled but has a continuing academic relationship with the University.

5. "University Affiliate" means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
 - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
 - b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
 - c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
 - d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
 - e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

REGULATION AND PROCEDURE

I. Purpose of the Texas Woman's University Foundation

The TWUF is organized and operates exclusively to:

- A. Support and promote all colleges, schools, programs, and campuses of Texas Woman's University ("TWU" or "University");
- B. Receive gifts for the university;
- C. Receive, hold, invest, and administer property of any kind, type, or nature for the benefit of the campuses; and
- D. Make expenditures to or for the benefit of them.

II. Application of Operating Processes

The operating policies and procedures concerning the OUA at TWU may also apply to the OFA and other university divisions or departments.

III. General Division Responsibilities

A. The Chancellor and President of TWU, or their designee, will make the final determination to accept or reject any gift, donation, and non-contractual grant from private philanthropic sources.

B. Office of University Advancement

1. The OUA is responsible for soliciting, coordinating, approving, and reporting all fundraising from the private sector. This includes both projects and proposals initiated by the OUA and those initiated elsewhere in TWU. To fulfill its mission, the OUA must be kept informed in a timely fashion on all actions related to fundraising.
2. The OUA is responsible for performing certain support functions for TWUF. This includes receiving, receipting, acknowledging, and reporting gifts received by TWUF.
3. Gifts to TWU and to TWUF shall be receipted by the OUA and reported to the president and chancellor. The Vice President for University Advancement (“VPUA”) is responsible for preparing Board of Regents agenda items relative to gifts to TWU and TWUF.
4. Reporting, as referenced in subsections (1) through (3) above, shall include reconciliation of gift totals to the accounting records of the institution. This reconciliation shall be produced by the OUA and OFA.
5. Annually, the OUA will notify budget managers of spending guidelines for restricted university gift accounts funded through endowed or non-endowed funds.
6. Annually, the OUA will provide budget managers with instructions to access reports for balances in their respective university gift accounts.

C. Office of Finance and Administration

1. The Vice President for Finance and Administration (“VPFA”), in cooperation with the OUA, will establish the procedures used for accounting and disbursement of all funds held in university gift accounts. The VPFA has the authority and

responsibility for approving the procedures used for receipting, accounting, and disbursement of all funds handled by TWU employees.

2. The OFA will direct all gifts to the OUA for receipting and reporting purposes.
3. The OFA is responsible for maintaining official TWU fiscal records, assuring that all cash is receipted by TWU in a manner consistent with the requirements of state law, and assuring donors, the Board of Regents, the Chancellor and President, and the state auditor that all TWU funds are expended as required by the stipulations imposed by the donor, the Board of Regents, generally accepted accounting principles, and the laws of the state of Texas.

D. All Divisions

1. All offices of TWU, faculty, staff, students, and the related corporate entities, are responsible for coordinating and clearing in writing all fundraising activities intended to solicit individuals, foundations, and corporations prior to any request for funding.
2. All offices are responsible for forwarding any gifts received to the OUA for receipting and reporting purposes.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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